

12 June 1975


MEMORANDUM FOR: See Distribution

SUBJECT : Purchase/Reimbursement for Coffee

1. This is to advise you of the decision by the Director on 11 June 1975, that government funds would no longer be expended for the purchase or reimbursement of purchases of coffee provided at meetings attended solely by U. S. Government employees.

2. The attached memorandum establishes the revised criteria. If there are any claims for reimbursement for coffee served under earlier approval criteria at meetings prior to 11 June 1975, please forward these to me as quickly as possible.

STAT


Administrative Officer, DCI

Attachment

Distribution:

DD/A
DD/I
DD/O
DD/S&T
General Counsel
Legislative Counsel
Inspector General
Comptroller
D/DCI/IC
D/DCI/NIO
A/DCI
Executive Secretary
USIB/IRAC Secretariat
C/LSD/OL
O/DDCI